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ABSTRACT

This handbook is designed for students who attend the Arkansas School for the Deaf. It explains the rules of the school and some of the possible consequences for infractions. A Violence Prevention and Control Plan outlines the rules of conduct in three major categories: Level 1, Level 2, and Level 3. Information is also provided on sexual harassment, parking and driving regulations, bus transportation, dress code, attendance policy, make-up work policy, due process procedures, semester test exemption programs, school interim and progress reports, check-in policy, check-out policy, visitors policy, lockers, off campus events, hall passes, office rules for students, honor roll, search and seizure policy, textbooks, telephones, counseling, health services, and nondiscrimination policy. A list of relevant definitions is provided. Also included is an explanation of disciplinary provisions covered under the Individuals with Disabilities Education Act. The rule for suspension of 10 days or less, the rule for exceeding 10 days of suspension or expulsion, and the rule for 45-day suspension for carrying weapons are explained. (CR)

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ED 421 837

Student Handbook

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1997 - 1998

EC 306598

MISSION STATEMENT

TO PROVIDE EFFICIENT AND QUALITY EDUCATIONAL SERVICES FOR THE INDIVIDUALS OF THE STATE OF ARKANSAS WHO ARE DEAF OR HARD OF HEARING THROUGH A SPECTRUM OF RESOURCES, ENABLING THEM TO ENHANCE THEIR QUALITY OF LIFE, EMPHASIZING DEAF CULTURE AND CULTURAL UNDERSTANDING OF OTHERS.

To work toward the goal of this mission statement, a discipline plan has been established at A.S.D. consisting of four components: Instructional strategies, curriculum intervention, training/staff development, discipline strategies, and administrative intervention.

These five components consist of ongoing programs that are detailed by A.S.D. staff. They are continuing programs that are adjusted and enhanced as needed to promote educational, social and cultural understanding of others.

The details of these programs are not discussed in this handbook but an outline of the five components is listed below.

1. INSTRUCTIONAL STRATEGIES
   - A. Teacher Expectations and Student Achievement
   - B. Cooperative Learning
   - C. Classroom Management Techniques
   - D. Multicultural Education

2. CURRICULUM INTERVENTIONS
   - A. Human Relations Skills
   - B. Social Action Skills
     1. Conflict resolution
     2. Problem solving
     3. Decision making
     4. Goal setting
     5. Social skills and behavior
     6. Personal responsibility

3. TRAINING AND STAFF DEVELOPMENT
   - A. Certified Staff
     1. Instructional strategies (#1 above)
     2. Human relations skills for use in the classroom
     3. Classroom discipline management models
     4. Goal setting skills
     5. A conflict resolution training plan for the campus
     6. Uses of rewards and other positive reinforcers for behavior
     7. Communication and student/teacher interaction skills

8. Cross-cultural counseling
9. Conflict resolution
10. Guidance strategies as related to issues of student discipline
11. American Sign Language/Deaf Culture

B. Support Staff
1. Conflict resolution
2. Human relations skills
3. Multicultural appreciation
4. American Sign Language/Deaf Culture

C. Student Training
1. Human relations skills
2. Conflict resolution and violence prevention skills
3. Social skills development
4. Responsiblity development and character education
5. Discipline Handbook (In service to be completed during the first five student contact days of the school year.)
6. American Sign Language classes

4. DISCIPLINE STRATEGIES

The discipline strategies to be utilized with students concerning classroom or campus misbehavior are delineated in this handbook.

5. ADMINISTRATIVE INTERVENTION

A. Positive environment
B. Curriculum development
C. Support of collaboration of teachers
D. Innovation in curriculum
E. Visibility
F. Faculty in service of discipline handbook
G. Student inservice of discipline handbook
H. Implementation of discipline handbook

POSITIVE REINFORCERS

The following are examples of positive reinforcers that may be used at all levels. Some reinforcers may require preapproval from administrators.

praise	bulletin board displays	special privileges	special lunch line
notes home	leadership in special areas	field trips	Principal recognition
stickers	newspaper recognition	early lunch	banquet
homework pass	popcorn/coke party	assemblies	
pizza party	move class outdoors	free cokes	

RESPONSIBILITY FOR CONDUCT AND DISCIPLINE

INTRODUCTION

Students

The students at the Arkansas School for the Deaf enjoy many benefits of our state including a free and appropriate education. Along with the benefits come responsibility and the students at the Arkansas School for the Deaf are expected to take advantage o the education given to them. It is our belief that it is the student who must want to learn. This means we will hold each and every student accountable for his/her behavior. Also, at the Arkansas School for the Deaf, we try very hard to give each student a safe environment for learning. Each student is expected to respect the rights of their class mates and the staff to a safe place and to be free of worry from fear.

Because of several state and federal laws, we will not be able to tolerate certain misbehavior but will have to report these to the local police department or other law enforcement agencies. In addition, the school rules are written to help the students learn appropriate social behavior that will make that student more successful on the job. This handbook explains what the rules and what some of the possible consequences (punishments) are. In some cases, the rules are the same as the state and federal laws and the courts will decide what the consequences are in addition to school punishment.

If the student respect each other and follow the rules of the school, then all will be able to get a quality education; an education that will prepare the student for the job he or she wants.

Parents or Guardians

Parents/Guardians should carefully read the pages of this handbook and assume a leading role advising their children of appropriate behavior at school. Parents/Guardians should stress the importance of a good education and the proper social conduct necessary to achieve it. Without the support of the students' parents/guardians, this attempt to promote good citizenship and success in life may not succeed and the student will be the one to suffer the consequences.

Teachers, Dormitory Staff and Counselors

Each A.S. D. staff member is responsible for the conduct of all students. Any discipline problem which a staff member feels inadequate to handle, or has observed being inappropriately handled, should be referred to an administrator immediately.

Felony violations of Arkansas law and some serious misdemeanor violations are best handled through law enforcement agencies who consult with the Prosecutor's Office. This ensures that the student-violator is correctly referred to either the juvenile justice system or the adult criminal justice system for correction, treatment, or punishment for the student's behavior. It is an administrative responsibility to enact these procedures.

Therefore, staff shall report all student conduct code violations to the school administrator using the A.S. D. infraction form. The administrator shall address the violation in accordance with this handbook and refer victims to proper authorities. Victims of crime will be advised about pursuing criminal charges if they are referred to the proper authorities.

ASSERTIVE DISCIPLINE

Assertive Discipline is followed in the classrooms at the Arkansas School for the Deaf. This is used to cover minor infractions that occur in the classrooms, but repeated classroom infractions may lead to infractions and consequences as list in this book. See your principal for a copy of the assertive discipline for your building.

VIOLENCE PREVENTION AND CONTROL PLAN

Students have a right to a free, appropriate, and public education; and a safe learning enviroment, at the same time, the students are responsible for following Arkansas laws, the rules and regulation of A.S.D., and the reasonable instructions of school staff. The rules that students are to follow at school, on the way to school, in school-provided transportation, at bus stops and at school-sponsored events are found in this student conduct handbook. The rules of conduct are broken down into three major categories: LEVEL I, LEVEL II, and LEVEL III.

TEACHER/STAFF NOTE: Teachers and staff shall report all violations of this conduct code to school administrators using the school's infraction report form. In cases of severe or out of control behavior by the student, the school administrator shall be notified immediately.

LEVEL I - When a **Level I** rule is violated, the school administrator will be notified by teachers or staff. After receiving a recommendation from the staff member for inappropriate consequence, the school administrator will then decide the type of disciplinary action taken by the school to be used as a positive means of correcting unacceptable behavior. **Level I** violations will be dealt with by school staff , students, and parents.

LEVEL II - When a **Level II** rule is violated, the school administrator will be notified by teachers or staff. After receiving a recommendation from the staff member for appropriate consequence, the school administrator will then decide the type of disciplinary action taken by the school to be used as a positive means of correcting unacceptable behavior the school administrator will be notified by teachers or staff. In **Level II**, the school administrator will also need to decide whether or not to handle the matter internally or to report the conduct code violation to the law enforcement agency (police, juvenile authorities, or prosecutor's office) as described in this handbook.

LEVEL **III** - When a **Level III** rule is violated, the school administrator will be notified by teachers or staff. After receiving a recommendation from the staff member for appropriate consequence, the school administrator will then decide the type of disciplinary action taken by the school to be used as a positive means of correcting unacceptable behavior. **Violation of Level III requires the school administrator to report that violation to the appropriate**

authorities (police, juvenile authorities, or prosecutor's office or other appropriate legal authorities). Violation of a **Level III** rule may also result in long-term suspension or expulsion recommendations for that student in accordance with IDEA regulations and state rules and regulations.

The consistent application of this conduct code by teacher, staff, and administrators should result in fairness for all students (offenders and victims alike) and help our school to better achieve our ultimate goal - educating the students in a safe learning environment.

Sanctions

1. Handled by local school discipline committee/policy with a phone call to parent by staff and/or send documented note to parent to call the staff.
2. Parent - administrator conference
3. Detention before or after school
4. In-House Suspension - 3 days and/or restriction from at least one day or night of activities.
5. In-House Suspension - 5 days and restriction from actives plus work detail.
6. Out-of-School Suspension -1 to 3 days
7. Out-of-School Suspension - 4 to 5 days
   NOTE: There will be no make-up work allowed on the 2nd suspension and every one thereafter.
8. Out-of-School Suspension - 6 to 10 days
9. I.E.P. conference established to discuss placement options.
   NOTE: Students should be aware that they may be transferred to their home school district in this situation.

OFFENSES: LEVEL ONE

Disciplinary actions for Level One offenses will become progressively more severe if the student chooses to commit continued rule violations. However, *the administrator may choose to take other action(s) at any time based on the student's past disciplinary record* or *the severity of the offense.*

Reporting Requirement: Violations of Level One shall be reported by the teacher or staff member to the school administrator and will be dealt with exclusively within the school.

Level One Infractions

Rule 1 - Academic Dishonesty
Rule 2 - Refusal to Follow Orders
Rule 3 - Leaving Designated Grounds or Area
Rule 4 - Violating Bus Regulations
Rule 5 - Refusal to Serve Detention
Rule 6 - Tardy
Rule 8 - Gambling
Rule 9 - Forgery or Falsification of Information
Rule 10 - Fighting
Rule 11 - Verbal Abuse/Physical Gestures
Rule 12 - Public Display of Affection
Rule 13 - Possession of radios, tape players, CD players, headphones in places not permitted

Rule 1 - Academic Dishonesty: Students shall not cheat on tests or other school assignments nor will a student aid another student in cheating on tests or other assignments.
First Time - Students receive a zero on assignment and letter of notification sent to parents and administration.
Second Time- Students receive a zero on assignment and parent/teacher/administrator conference and parent notification.
Third Time - Students receive a zero on assignment and 3 day suspension.

Rule 2 - Refusal to Follow Orders of School Staff and/or School Rules: Students shall comply with reasonable instructions from administrators, teachers, dorm staff, instructional aides, school bus drivers or any other authorized A.S.D. employee. Students shall also follow all school rules.
Sanctions - 1 through 9

Rule 3 - Leaving Designated Area Without Permission: Upon arrival to campus, students are not to leave their designated area without the written permission of A.S.D. staff.
Sanctions - 1 through 9

Rule 4 - School Bus Rules and Regulations: All students should conduct themselves in accordance with this conduct code governing student behavior in school and in accordance with school bus regulations when on the bus or at the bus stop area.
Sanctions - 2 through 9

Rule 5 - Refusal to serve detention or room restriction: No student shall refuse to serve detention or restriction when directed to do so by a teacher, dorm counselor, administrator or other authorized school personnel.
First Offense-Before/After school detention
Second Offense-In House Suspension for 3 days
Third Offense-Out of school suspension for 5 days
Sanctions -3 through 9

Rule 6 - Repeated School and/or Class Tardiness: Students shall not be tardy. A student is tardy if he/she is not in his/her class or other assigned locations by the time the tardy bell stops ringing. Student receives a hall pass from the office and assigned one day of D-Hall. Teachers are not to admit tardy students to class without a hall pass.

Rule 7 - Smoking or Use of Smokeless Tobacco: Students shall not smoke, use or possess tobacco products of any kind on school property or on the school bus or at the bus stop area. Neither shall the student possess matches, lighters, pipes, rolling papers or any other paraphernalia associated with the use of tobacco.
Sanctions -4 through 9

Rule 8 - Gambling: Students shall not gamble for something of value while on school property, school buses or a school sponsored events.
Sanctions -5 through 9

Rule 9 - Forgery or Falsification of Information or Failure to Provide identification: No student shall falsify signatures or information on official school records, refuse to give identification or give false identification when identity is requested by a staff member.
Sanctions - 4 through 9

Rule 10 - Fighting: Fighting is any aggressive physical contact that is deemed inappropriate by staff. When students fight it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended until an effort to determine fault is made. If a student is found to have not initiated the fight, he/she may or may not be suspended. Alternate punishment may be applied with regard to actual involvement. (Arkansas Law 5-71-207)
Sanctions - 6 through 9

Rule 11 - Verbal Abuse/ Physical Gestures: A student shall not make an obscene gesture or use profane, abusive or insulting language at any time at school, on a school bus or at a school sponsored event. A student who directs profanity toward any school employee may be recommended for change of placement.
Sanctions - 3 through 9

Rule 12 - Public Display of Affection: Any show of affection beyond holding hands is not considered appropriate or acceptable.
Sanctions-1 through 9

Rule 13 - Possession of Radios, Tape Players CD Players, Headphones: No radios, tape players, or compact disc players are allowed in the schools or on school related functions. Tape players, CD players, and headphones are permitted in the dormitory.
Sanctions - 1 through 9 All banned articles will be confiscated and mailed home at the student's expense. Failure to cooperate will result in suspension out-of-school in school or dormitory

OFFENSES: LEVEL TWO

Disciplinary actions for Level Two offenses will become progressively more severe if the student chooses to repeatedly violate the rules. However, *the administrator may* choose *the most severe penalty at any time based on the student's past disciplinary record or* the *severity of the offense. Some offences may, at the discretion of school administrators, be reported to law enforcement officials*

Reporting Requirement: Violations of Level Two rules shall be reported by teachers or staff to the school administrator. The school administrators shall use their discretion in deciding whether to report the offense to law enforcement officials.

Level Two Infractions

Rule 14 - False Bomb, Fire Alarm
Rule 15 - Loitering
Rule 16 - Possession/Use of Paging Devise or Electronic Communication Device
Rule 17 - Criminal Trespass
Rule 18 - Possession or Use of Alcohol
Rule 19 - Possession of Fireworks
Rule 20 - Misdemeanor Battery
Rule 21 - Disorderly Conduct
Rule 22 - Unlawful Sexual Contact
Rule 23 - Indecent Exposure
Rule 24 - Criminal Mischief/Vandalism - Relatively Minor Damage
Rule 25 - Misdemeanor Theft
Rule 26 - Engaging in Gang Activity
Rule 27 - Improper Use of Computers
Rule 28 - Leaving School Grounds

Rule 14 - False bomb, Fire Alarm: A student shall not circulate a story about a fire, bombing, bomb threat, or other catastrophe when that student knows the story to be untrue. If injury results to any person as a result of the false alarm, the student will be reported to law enforcement agencies.
Sanctions - 7 through 9

Rule 15 - Loitering: No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school administrator; nor shall they go on school district property for any purpose while serving suspension/expulsion. No student is allowed on another school's campus during school hours without permission of school officials.
Sanctions - 9

Rule 16 - Possession/use of Paging Devises (Beepers) and/or Other Electronic Communication Devices: No student shall use or possess beepers, cellular phone, electronic communication devices, or a fake copy of said devices on a school campus, school bus or at school-related activities.
Sanctions - 6 through 9 and confiscation of device to be sent home at student's expense. If confiscation occurs three time, it will be held until the end of the school year.

Rule 17 - Criminal Trespass: Non students - No unauthorized person shall purposely enter or remain unlawfully in a school vehicle or the school premises.
Sanctions - Police will be called.

Rule 18 - Possession or Use of Alcohol: No student shall possess alcohol on school property or come to school or a school-sponsored event under the influence of alcohol.
First offense - Parent, Administrator conference. The student must show proof of counseling or be recommended for expulsion. Second offense-Recommended for expulsion
Sanctions - 8 through 9

Rule 19 - Possession of Fireworks: No student shall possess, use, or threaten to use any fireworks.
Sanctions - 6 through 9

Rule 20 - Misdemeanor Battery, Simple Assault or Simple Terroristic Threat: A student shall not engage in conduct which creates a risk of physical injury to another student or threaten another student making that student fear physical harm.

NOTE:
***Threats conveyed with a weapon or with the use of a weapon may constitute a Level III offense and shall be reported to the police immediately by the administrator.

***Threats to cause death or serious injury, or threats to cause physical injury to teachers or employees are Level Ill offenses.
Sanctions - 6 through 9 with probation

Rule 21 - Disorderly Conduct: No student shall engage in inappropriate behavior that disrupts or interferes with, or is likely to disrupt or interfere with, any school function, activity, or school program. Such behavior includes, but is not limited to fighting, threats, excessive noise, abusive language, obscene gestures, or disrupting lawful assembly of persons.
Sanctions - 3 through 9

Rule 22 - Unlawful Sexual Contact: Students will not touch anyone in sexual manner. This means touching breasts, buttocks, or private areas of others directly or under some one's clothing.
Sanctions - 3 through 9

Rule 23 - Indecent Exposure: No student is to show another student any part of their body. This is not permitted any place on the campus and also when students are off campus at any public event.
Sanctions - 6 through 9

Rule 24 - Criminal Mischief/Vandalism: Relatively Minor Damage - No student shall destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child.
School Sanctions - 6 through 9

Rule 25 - Misdemeanor Theft: Students shall not take or possess property that does not belong to them.
Sanctions - 6 through 9

Rule 26 - Engaging in Gang Activity: Student's will not use gang signs, wear clothing or colors that represent they are members of a gang.
Sanctions - 7 through 9

Rule 27 - Improper Use of Computers: Students shall not delete existing files, add any program or perform any action that will interfere with an existing school computer set-up.
Use of the ASD Network, and by extension, the Internet is a privilege which may be revoked at any time for inappropriate conduct. Examples of inappropriate conduct are:

*Use for unlawful or malicious activities
*Use of abusive or objectionable language in either public or private messages
*Misrepresentation of oneself or the school
*Participating in activities such as chain letters or games that can cause congestion or disruption of networks and systems
*Using the Internet to find material that is prohibited in school

Sanction 3 through 9

Rule 28 - Leaving School Grounds: No student is to leave the school campus after arrival without being checked out by a parent or without the approval of a school administrator. Students who are found to be truant will not be allowed to make-up major tests or assignments. The absences will be treated as an unexcused absences.
Sanctions 3 through 9

OFFENSES: LEVEL THREE

Disciplinary actions for Level Three offenses will become progressively more severe if the student chooses to repeatedly violate the rules. However, the *administrator may choose the most severe penalty at any time based on the student's past disciplinary record or the severity of the offense.*

The school administrators shall immediately report such incidents to law enforcement officials.

Level Three Infractions

Rule 29 - Possession or Use of Prohibited Weapon
Rule 30 - Terroristic Threatening - Threats of Serious Injury or Property Damage
Rule 31 - Assault With Substantial Risk of Death or Serious Physical Injury
Rule 32 - Assault/Battery on Staff
Rule 33 - Battery With Serious Physical Injury
Rule 34 - Sexual Abuse or Rape
Rule 35 - Robbery
Rule 36 - Felony Theft - Student Property
Rule 37 - Felony Theft - School Property
Rule 38 - Sale, Distribution, Use or Possession of Unauthorized Drugs or Substances
Rule 39 - Criminal Mischief/Vandalism
Rule 40 - Arson
Rule 41 - Possession of Handgun; Use of Prohibited Weapon

Rule 29 - Possession or Use of Prohibited Weapon: No student shall possess, without permission from a school official, knife, razor, ice pick, dirk, brass knuckle, martial arts implement, unauthorized tool, blackjack, other devices generally considered to be weapons, or dangerous objects which may cause bodily harm.
Sanctions - 7 through 9

Rule 30 - Terroristic Threatening: Threats of Serious Physical Injury or Property Damage - Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious injury or substantial property damage to another student, teacher, administrator, or school employee.
Sanctions - 8 through 9

Rule 31 - Assault With Substantial Risk of Death or Serious Physical Injury: A student shall not engage in conduct which creates a substantial danger of death or serious injury to another person.
Sanctions - 7 through 9

Rule 32 - Assault/Battery on Staff: No student shall strike or attempt to strike a teacher or other school personnel.
Sanction 8 through 9

Rule 33 - Battery With Serious Physical Injury: Students shall not engage in any deliberate use of physical force or violence against another person resulting in serious physical injury.
Sanction - 9

Rule 34 - Sexual Abuse or Rape: Students shall not engage in sexual contact, in sexual intercourse, or deviate sexual activity with another person by force.
Sanctions 8 through-9

Rule 35 - Robbery: Students shall not take property belonging to another person or the school by force, threat of force or with the use of a deadly weapon.
Sanction 8 through 9

Rule 36 - Felony Theft - Student Property: Students shall not take the property of another person or be in possession of property belonging to another person without that person's permission. If a student steals or is in possession of property (worth $200.00 or more) belonging to another person, that student has committed a Level III offense.
Sanctions - 7 through 9

Rule 37 - Felony Theft - School Property: A student shall not take or possess property that belongs to the school without permission. If a student takes or is in possession of school property worth $200.00 or more without permission, that person has committed a Level Ill offense.
Sanctions - 7 through 9

Rule 38 - Sale, Distribution, Use or Possession of Unauthorized Drugs or Substances: No student shall use, possess, sell or distribute non-prescription narcotic drugs, hallucinogens, marijuana, cocaine, or any illegal controlled substance or drug, or any other paraphernalia (pipes, clips, papers).
Sanctions - 8 through 9

Notice of Drug Dog

A registered, trained drug dog may be employed by the A.S.D. officials to prevent the use and/or possession of prohibited drugs or alcohol on school property. The dog, while gentle, has been specially trained to locate marijuana, alcohol, and other illegal drugs. Periodic, unannounced visits to all educational and dormitory programs and school- sponsored activities will be made by the dog and its handler. Lockers, dorm rooms, automobiles, and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their room, lockers, automobile, or belongings at school. Should prohibited items be found during school check, the violators will be disciplined under A.S.D. policies and may be prosecuted under local, state, or federal laws.

Rule 39 - Criminal Mischief/Vandalism: Major Damage - No student shall purposely and without legal justification destroy or damage any property of another or property belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child.
Sanctions - 7 through 9

Rule 40 - Arson: No student shall deliberately burn or attempt to burn school property.
Sanction - 9

Rule 41 - Possession of Handgun; Use of Prohibited Weapon: No student shall possess a handgun, whether loaded or unloaded, on school property, school buses or at school sponsored events. Nor shall a student while on school property, school bus or at a school sponsored event use, possess, make, repair, sell, or otherwise deal in any bomb, machine gun, sawed-off shotgun or rifle, metal knuckles, ammunition of any kind or other implement for the infliction of serious physical injury or death.
Sanction -9

WARNING !!

Illegal possession or use of prohibited weapons on school property or upon a school bus by a student shall result in suspension of driver's license.

SPECIAL REPORTING REQUIREMENT: Teachers and staff shall immediately report to the administrator any incidence involving a disruptive group or gang activity, and the administrator, in turn, shall immediately report such activity, members, or organizations to the prosecuting attorney's office.

Behaviors Not Covered

The superintendent, principal and dean of students reserve the right to discipline students whose behaviors are inappropriate or subversive to order and discipline within the school. Those behaviors may be punishable by, *but not limited to*, the following: detention hall, parent-classroom visitations, parent-teacher conference, parent-administrator conference, in-house suspension, community service, class schedule change, out-of school suspension, and/or expulsion.

SEXUAL HARASSMENT

The Arkansas School for the Deaf does not tolerate sexual harassment of any kind. For complete details of this policy contact your principal or dormitory administrator.

PARKING AND DRIVING REGULATIONS

Students who drive to school are to turn in their keys to either the front office or their dormitory administrator. Students who do not have a letter from a school administrator approving the use of the motor-driven vehicle on campus will not be permitted to operate a motor vehicle on campus at any time. This includes after school activities. Any student found driving on campus without permission will be subject to administrative discipline.

BUS POLICY

The Arkansas School for the Deaf has established a transportation policy and code of conduct. The policy and conduct code are established to ensure the safety of each student, therefore, each must be followed carefully. If students choose to be disruptive or to break their rules, they will be subject to disciplinary action, including possible suspension from riding the bus. If this occurs, an I.E.P. meeting will be established to determine how to handle transportation.

Each student and their parents/guardian are required to meet with the transportation officer on registration day. At this time, they will be give a copy of the policy and conduct code and asked to sign that they have read and understand the policy.

For more information regarding day student and residential student bus policies contact:
Bill Simmons, Transportation Officer
Arkansas School for the Deaf
2400 West Markham, Box 3811
Little Rock, AR 72203
(501)324-9536 [Voice/TTY]

DRESS CODE

Students are expected to present an appearance at school that exhibits a reasonable degree of modesty and dignity. Dress and appearance must not present health or safety hazards or cause disruption of the educational process. The following attire is prohibited:

1. Baggy/Sagging pants
2. Shorts and mini-skirts that come above mid-thigh
3. Strapless dress or top
4. Holes, tears, splits, or cuts in garments without an undercover
5. Spandex shorts or tight fitting shorts without shorts over them
6. Bare Feet
7. House shoes/socks only
8. Bare midriff
9. Unbuttoned shirts or blouses
10. Transparent or see through material
11. Underwear-type clothing worn as outer wear
12. Pajamas
13. Belts worn unbuckled
14. Hats, caps, scarves or any head covering worn inside the building. These items will be confiscated and held until the end of the year.
15. Sunglasses worn inside the building
16. Clothing and jewelry advertising tobacco or alcohol products, drugs or weapons
17. Clothing printed with obscene, profane, or suggestive words or phrases
18. Gang apparel
19. Combs, picks, brushes
20. Beepers
21. Tank tops
22. Any other item determined educationally disruptive by a principal

Any student wearing clothing that is deemed inappropriate by a teacher or administrator in an educational setting will be reported to the office for a conference and determination by the administration.

Teachers will notify the office of offenders or escort them if necessary to the office.

ATTENDANCE POLICY

The attendance policy for the Arkansas School for the Deaf is outlined below.. The proper method of documenting absences is as follows:

1. Illness (Dated and signed note from parent for 3 days or less. Dated and signed doctor's statement for more than 3 days. If students abuses this policy, they may be asked to provide a doctor's statement for each absence.)
2. Court Appearance (Dated and signed court appearance statement.)
3. Death in Family (Dated and signed obituary for a funeral or statement from funeral home.)
4. Family Emergency (Dated and signed note from parent/guardian.)
5. Religious Holiday (Dated and signed note from religious leader.)
6. School Sponsored Activities (List from teacher)

The Arkansas School for the Deaf supports the fact that regular and punctual attendance is mandatory because each class is designed as the background for definite sequential skills development that forms the foundation for future learning. The school believes it is necessary to require students to be in regular attendance for instructional purposes during the school year.

1. A child between the ages of five (5) and seventeen (17), both inclusive, who has not been officially excluded from school must be in attendance at school. (Act 598 of 1989, amended in 1991)

2. It is the responsibility of the parent to see that the student is in attendance. The parent is to notify the school by telephone or note handed to the bus supervisors on Sunday pick-up when the student is absent. The school will make a reasonable effort to notify the parent when a day student is absent from school.

3. Students shall be punctual on reporting to school and classes. A student is tardy when he/she fails to be in the classroom or other assigned location by the time the class bell stops ringing.

Secondary Attendance Policy

A. The purpose of this attendance policy is to place primary responsibility for attendance upon the student and parent. Our attendance policy allows twelve (12) days per semester to be used for personal illness, serious personal or family emergencies and professional appointments that cannot be scheduled during the many days in which school is not in session. This attendance policy comes from Arkansas Law, code 6-18-222, amended in 1991.

B. The school will make an effort each day to call day students who are absent. Parents are encouraged to call the school when their child is absent. Parents will be notified by letter on

the fifth (5) absence (excused and/or unexcused) from any class. Letters will be sent for the first class in which a student misses five (5) classes, again at eight (8); a certified letter will be sent the eleventh (11) day.

C. Students having an illness or extenuating circumstances which would cause them to be absent in excess of twelve (12) days are to make these causes known to the principal through a written excuse from a doctor or a parent within one week following the absence. For just cause, an extension of the twelve (12) days absentee policy may be granted. This decision may be appealed by following the student grievance policy. (Policy given students on Registration Day, posted on student information board and in each classroom.)

D. A student who accrues twelve (12) absences (excused and/or unexcused) in a course during a semester shall not receive credit for that course. Exceptions may be granted by the principal after consultation with teachers, counselors and others who have knowledge of the circumstances.

E. It is extremely important that student understand that the absences built into the attendance policy are not to be considered as approved "skip" days but rather should be used as indicated by this policy (above).

F. School trips or functions will not be considered absences.

G. Truancy, an absence from school without parent permission, will be considered an unexcused absence.

H. As stated in Section I, Arkansas Code 6-18-222, the Arkansas School for the Deaf will notify the prosecuting Authority whenever a student exceeds the specified number (12) of absences (excused and/or unexcused).

I. The Arkansas School for the Deaf will follow Arkansas Code 6-18-22, b-1. We will notify the Department of Finance and Administration on any fourteen year-old or older student who exceeds the specified number of absences.

MAKE-UP WORK POLICY

When a student returns to school after being absent, he/she is to bring the proper documentation with an explanation of the reason for the absence, the date of the absence. Any period missed because of a check-out, regardless of the reason, should be documented as any other absence. This documentation is to be given to the principal. At the time, an excused absence form will be given to the student. This form will be shown to each teacher to be allowed to make arrangements for makeup work. No make-up work shall be allowed if an absence is unexcused or if the student does not have an excused absence form.

Except in the case of illness or other excusable reason, students are expected to attend school every day in which school is in session. The school does not recognize "SKIP DAYS" or other similar days when students willfully miss school. Such absences shall be unexcused and no make-up work shall be allowed.

Work that was due on the first day missed should be turned in to the teacher the day of the student's return. Work that was assigned while the student was absent will have make-up arrangements made on the day of the student's return. The student is to receive full credit for all correct work turned in to the teacher per the make-up arrangements. The student is responsible for asking the teacher what work he/she missed while absent and for filling out the "Absentee Make-up Work" form.

DUE PROCESS PROCEDURES

How to Get Help

Sometimes you need help in defending yourself. The following may lead you down the right path.

1. Go to your teacher, counselor, or dorm supervisor.

2. Appeal to your building principal.

3. Appeal to the superintendent.

4. Appeal to the Board of Trustees.

5. Go outside of the school system to the courts.

"Who can I go to for help?"

Sometime you may need to talk to someone when you are having problems. The following are people you may want to talk to when you are in trouble or need help.

A. Parents
B. Teachers
C. Dorm Supervisors
D. Counselors
E. Friends
F. Principals

"Are there groups that can help my family?"

There are many places your family can turn for help and support. The following is a partial list of people and organizations that your family may contact.

A. PTCA-Parent, Teacher , Counselors Association
B. School Counselors
C. Home School District personnel
D. ODHI-Office for the Deaf and Hearing Impaired

Student Grievance Procedures

The following steps will be used in any student complaint or grievance under Title IX, Title VI, section 504 of the Handicapped Act, and Title II of the Americans with Disabilities Act.

Step 1
The complainant must present, in written form, within ten working days (two working weeks), the complaint to the Student's Building Principal at P.O. Box 3811, Little Rock, Arkansas 72203.

Step 2
The student grievance officer (Student's Building Principal), has five working days in which to investigate and respond in written form.

Step 3
If not satisfied, the complainant may appeal in writing within ten working days to the Superintendent.

Step 4
Written response by the Superintendent will be given within five working days.

Step 5
If the complainant is not satisfied at this level, an appeal may be made within ten working days to the Board of Trustees, by writing the Chairman of the Board, addressed to the Arkansas School for the Deaf, P.O. Box 3811, Little Rock, Arkansas 72203.

Step 6
The Board of Trustees, Arkansas School for the Deaf, will hear the complaint within thirty calender days. The Board meeting will afford due process to all parties involved and the decision of the Board shall be a majority of the members at the meeting. Response by the Board of trustees, Arkansas School for the Deaf, will be given in written form within five working days.

Step 7
At any time during this procedure, or even without recourse to this procedure, the complainant may submit his grievance to :
Office of Civil Rights
U.S. Department of Education
1200 Main Tower Building, Room 2200
Dallas, Texas 75202

The Arkansas School for the Deaf Affirmative Action Office for complaints and grievances under Title IX, Title VI, Section 504 of the Handicapped Act and Title II of the Americans with Disabilities Act is:
Mrs. Kathy Lavender, Personnel Officer
Arkansas School for the Deaf
P.O. Box 3811
2400 West Markham Street
Little Rock, Arkansas 72203
Telephone (501)324-9506(v/TTY)

SEMESTER TEST EXEMPTION PROGRAM (STEP)

Students learn best when excellence is expected of them and when they are encouraged to achieve. They need incentives to learn. STEP begins with the premise that, in order to improve achievement, students must be in regular attendance at school. The overall environment created in the school is an important part of achieving these outcomes.

The incentive program will have three components: to motivate students to achieve their highest capabilities in the areas of academics, attendance and behavior. The Semester Test Exemption Program is the first phase in this process. Increased daily attendance will provide more contact time with teachers and allow other phases of the process to develop.

The goals of the Semester Test Exemption Program are:

1. Encourage students to attain an outstanding attendance record.
2. Emphasize attendance and increase achievement through more instructional time with students.
3. Guide students in the use of constructive leisure activities.
4. Teach appropriate personal/social behavior.

Exemptions from semester tests are based on the following criteria : 90 to 100% average and no more than 5 absences in a semester. 80 to 89% average and no more than 3 absences in a semester. (Percentage grades are computed by adding both nine weeks percentages and dividing by two). No more than 2 behavior reports on file for the student.

1. The student must have pre-approval from the teacher.

2. Students suspended from school, during the semester, are not eligible for STEP.

3. The reason for the student's absence(s) from school is not taken into account. Documentation will not count toward exemption from semester tests.

4. Absences due to school sanctioned field trips will not count against a student.

5. Exemption is not allowed for District generated criterion reference exit tests that are considered semester examinations. Teachers are encouraged to give these tests at another date other than the date of the semester exemption program.

6. Students are encouraged to take the semester test if it will improve their grade.

7. Students may choose to take semester test(s) for which they qualify to be exempt.

8. Students working below expected achievement level should be referred to the counselor for academic counseling.

9. Students who are exempt from tests must report to the area designated for test exempt students. Any student not in the designated area will lose their exempt status and will be required to take tests.

Activities that may be offered during the testing time for those students who are exempt are:

1. Athletic activities: Basketball, softball, swimming, etc.
2. Student lounge
3. Movies
4. Television
5. Group study area
6. Table games
7. Refreshments

Students, that come to school but are exempt from semester test(s), are required to remain on campus at all times. They report to a supervised study area or to a supervised activity area. Refreshments will be served in the student lounge and the concession stand area.

REQUEST FOR CONFERENCE

A teacher will send a written slip home with the student requesting a phone conference with the parent of a student who is having discipline problems in class. If the phone call is not received by the teacher in 24 hours, it will be noted in his/her file.

SCHOOL INTERIM AND PROGRESS REPORTS

Parents are regularly informed of their student's progress in class by the following procedures.

1. Interim reports are sent home during the fifth week of each grading period. These reports are to be signed and returned in one week.
2. Regular progress reports, "report cards", are sent home with students at the end of each nine weeks.
3. Other reports may be obtained by a parent at any time.
4. Individual Dorm Plans (IDP's) are developed at the beginning of each school year. These include short and long term goals developed for the student.
5. Dorm grades are sent home at the end of each nine weeks.

CHECK-IN POLICY

Students arriving at school after the tardy bell rings first period must receive an admit slip from the office before attempting to go to class. Such students are marked tardy. Students over fifteen minutes late to school or any class are marked absent and must check in with the office to receive an admit slip before attempting to enter class. Students must sign in on the check-in book before going to class. Any student who checks into school between 8:30 and 8:45 A.M. is to properly sign in on the book in the office and will be given one day of D-Hall for the tardy unless the student is accompanied by a parent. Any student who checks into school after 8:45 AM, without a parent, is to properly sign in on the book in the office and call a parent or guardian to tell them of their late arrival. These students will receive an absence for the appropriate class and will be assigned one day of D-Hall.

CHECK-OUT POLICY

The Arkansas School for the Deaf does not have an open campus. Students who need to be checked out for doctor's appointments, court appearances or other personal business must make prior arrangements. A parent must call with a check-out for them or come to school to personally check the student out. Students failing to sign out on the book will be disciplined.

VISITORS POLICY

The Arkansas School for the Deaf welcomes parents and interested patrons to our campus, whether it is to transact business or just to see our facilities. All visitors must sign in with the front office and receive a visitor's pass. Visitors must also check in the office of the departments they visit.

LOCKER

Lockers are for storing books and notebooks. Valuable items or money should never be left in lockers. Keeping your locker locked, the combination secret, and not sharing your locker is the best way to avoid missing contents. Use only your assigned locker. Students should inform the office of the combination to their lock. Middle school student are not permitted to have locks on their lockers. All locks and materials should be removed from the lockers prior to the last day of school.

OFF CAMPUS EVENTS

Students at school sponsored off campus events are governed by school rules and regulations and are subject to the authority of school personnel at all times.

Students failing to obey the rules and regulations and/or failing to obey reasonable instructions of school district personnel will be ineligible to attend such events. Such infractions could also result in disciplinary action under the regular school program.

HALL PASSES

Students who have received permission from their teachers to leave class for any reason must have a signed, timed and dated hall pass from that teacher. Students should make the pass visible. Both teachers and students should see that the hall pass policy is carried out successfully. Students should not be allowed out of class unless it is an emergency, or the student is called to the office or to the counselor's office. Any student in the hall without a pass may subject to disciplinary action.

OFFICE RULES FOR STUDENTS

1. No student shall enter the office at any time unless they have business in the office.
2. A pass is required to enter the office during class.
3. The phone can be used by students only with permission from office personnel. A medical or other emergency are legitimate reasons to use the phone.
4. The secretary does not make change for students.
5. The area behind the desks in the office is off-limits to students.
6. Students in the office area are to remain quiet and respectful at all times.

HONOR ROLL

There are two honor rolls:

1. "A" Honor Roll lists those students who have received all A's in academic credit courses.
2. "B" Honor Roll lists those students who have received A's and B's in academic credit courses.

SEARCH AND SEIZURE POLICY

School property is loaned to the students for their use and, as such, is a privilege and not a right. School officials reserve the right to, and will periodically, inspect school property, including lockers, desks and dorms. School officials also reserve the right to search an individual if the search is reasonable and necessary to maintain order or safety.

TEXTBOOKS

Teachers issue textbooks by name and book number. Students are charged for lost, stolen or damaged textbooks. Textbooks are used for five to eight years. If a student loses a book, or has one stolen, the book must be paid for before the teacher can issue another book. A student must return books to the assigning teacher when they drop the class or at the end of the year. The school policy states that the student must sign at the end of the year, acknowledging that they have damaged or lost a book.

TELEPHONES

The telephone in the office is to be used by the students for medical emergencies only. The student is to notify the adult office personnel regarding the illness, and the office personnel will call the appropriate parent or guardians.

The telephones in the dorms are to be used only when given permission by a dorm supervisor. Calls are limited to 15 minutes and all long distance must be made collect. Students are free to use the pay phones at any time.

COUNSELING

The school counselor WILL NOT TELL information that the student talks about to the counselor, except for life and death.
If the students talks about hurting themselves, hurting another person or if someone is hurting the student, the counselor might have to tell someone so the student would get helped not hurt.

What Is The School Counselor's Job?

1. The school counselor talks with individuals student about their feelings, problems and behavior.
2. The counselor teaches students in a group about different kinds of feelings and behaviors and ways to make decisions about problems.
3. The school counselor talks with students about their future after they graduate. Students can learn about different colleges and jobs they might like.

How Can a Student Talk With The Counselor?

1. The student themselves can ask to see the counselor.
2. A teacher, principal, parent or dorm supervisor can ask the counselor to talk with a student.

When Can a Student See the Counselor?

To see the counselor, a student or building supervisor must first call the counselor's office to set-up an appointment.

HEALTH SERVICES

What is the school nurse's job?

1. The nurses take care of the students when they are sick or hurt.
2. The nurses give the students medication.
   Note: NO STUDENT CAN KEEP MEDICATION IN THE DORMITORY. All medicine brought from home must be given to the nurses.

How can the students see the nurse?

1. All students *must* have a "permission slip" from their teacher or dormitory counselor, *before* they can see the nurse.

Time Schedule for Daily Medication(s).

6:30 - 7:00 a.m.	Middle and Upper boys dorm
7:00 - 7:15 a.m.	Lower girls dorm
7:15 - 7:30 a.m.	Lower boys dorm.
7:30 - 8:00 a.m.	Upper, Middle and Homemaking girls
12:00 - 12:15 p.m.	Lower school (group 1)
12:15 - 12:30 p.m.	Middle school (boys and girls)
1:00 - 1:15 p.m.	Lower school (group 2)
1:15 - 1:30 p.m.	Upper school (boys and girls)
7:00 - 7:30 p.m.	Lower dorm (boys and girls)
	Middle, Upper and Homemaking girls
8:00 - 8:30 p.m.	Middle and Upper boys dorms

If a student's parents want to talk to the nurse, they should call the Health room at 501-324-9547(voice/tty).

NONDISCRIMINATION POLICY

It is the policy of the Arkansas School for the Deaf to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, and employment. Inquiries concerning application of this policy may be referred to:

Kathy Lavender, Personnel Officer
Arkansas School for the Deaf
2400 West Markham, Box 3811
Little Rock, AR 72203
Telephone (501)324-9506(voice/TTY)

DEFINITIONS

Arson: To intentionally start or set a fire.

Battery/Assault: An illegal act on another person is carried out or a threat of an illegal act is made.

Criminal Trespass: Illegal entry or to be in a place where you are not supposed to be. The act of doing this is breaking the law.

Detention Study Hall: Supervised study conducted before, during, or after regular school hours.

Dorm School: An alternative program offered by the Arkansas School for the Deaf to keep students in school and to provide study time. This will be held before school at 7:00 a.m. to 8 a.m. and/or after school from 3:30p.m. to 4:30 p.m.

Felony: A serious crime punishable by fines and/or imprisonment.

Forgery/Falsification of Documents: The act of imitating a signature or document with the intention of passing off the copy as the real thing.

IDEA: Individuals with Disabilities Education Act gives students with disabilities special due process rights relative to long-term suspension or expulsion from school.

Individual Student Studies (ISS): ISS is an in-house suspension and is designed as a positive three-to-five day alternative discipline program held on the A.S.D. campus and supervised by a certified teacher.

Infraction: Breaking a rule, regulation or law.

Insubordination: A blatant refusal or denial to comply with reasonable instructions of school employees.

Loitering: To stand or "hang-out" in an area without a purpose.

Misdemeanor: In law, an offense less serious than a felony.

Parent: The term parent will include every parent, guardian or person in parental relation having control or charge of any student in attendance in the schools of this district.

Reasonable Force: The minimum amount of force necessary to stop or restrain a student from conducting himself in an inappropriate manner or in a manner which could cause physical injury to an individual.

Reasonable Suspicion: Reasonable grounds (reasons) for suspecting that a search will turn up evidence that the student has violated or is violating either the law or school rules.

Sexual Abuse: Engaging in sexual contact, in sexual intercourse, or deviate sexual activity with another person by force.

Suspension: Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred. Suspension does not carry with it loss of credit for the semester.

There are two types of suspensions:

1. In-house suspensions in the Individual Student Studies (ISS) allow students to continue their studies in a special teacher-facilitated class room; thus, grades are not penalized.

2. Out-of-school suspensions prohibit students from being ON OR NEAR ANY SCHOOL CAMPUS; MAKE-UP WORK IS PROHIBITED FOR THE SECOND SUSPENSION AND ALL OTHERS THAT FOLLOW.

Parents are notified by phone and a copy of the disciplinary referral is sent home to their parents. Students may not return to school until a parent has had a conference with the principal/administrator.

Tardy: A student is tardy it he/she is not in his/her classroom or other assigned location by the time the tardy bell stops ringing.

Threat: An expression of an intention to inflict pain or injury. Something, such as a person, thing or idea, regarded as a possible danger.

Truancy: Students are considered truant when absent from school without parent or school authorities prior knowledge or consent or when not in class room or assigned learning station.

Violent: Resulting from great physical force or rough action.

Voluntary School Withdrawal: In some cases where expulsion is imminent, and in the principal's judgement expulsion may not be in the best interest of the student, the principal may allow voluntary withdrawal. In such cases the parent/ guardian waives the right to have full hearing on the charge. When a student is voluntarily withdrawn all credit is lost.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The Arkansas School for the Deaf fully complies to the Individuals with Disabilities Education Act (IDEA). Individuals with Disabilities Education Act gives students with disabilities special due process rights in regards to long-term suspension or expulsion from school.

WHO IS AFFECTED AND WHAT ARE THE RULES?

Students who are in the formal referral process prior to disciplinary infraction are subject to the due process rights and procedures as defined by IDEA. Subsequently, only students who have been formally identified as students with IDEA-defined disabilities are subject to the due process provisions. All A.S.D. students shall have current IEP's in their files.

1. Rule for Suspension of Ten (10) Days or Less.
Due process notice is not required for suspensions of ten (10) days or less during the school year for IDEA students. Suspensions of ten (10) days or less is not considered a change in placement. Students with disabilities may be suspended from school for ten (10) days or less per offense. Suspensions of ten (10) days or less do not require that a determination be made regarding the relationship between the misconduct and the disability or placement. No educational services are required for short-term suspensions.

However, if a student shows a pattern of behavioral problems that require repeated suspensions, it is advisable to conduct an IEP conference to review the students program. The determination of the need for a behavioral management plan or other modifications should be considered to address current and prevent future misconduct.

2. Rule for Exceeding Ten (10) Days of Suspension or Expulsion.
Students may not be suspended for more than ten (10) days consecutively or excluded from school as a disciplinary action if the misconduct is a manifestation of the disability or due to an inappropriate placement. Such suspensions or exclusion constitutes a change in placement which invokes all due process and procedural safeguards regarding educational programming or placement changes.

If the behavior is not related to the disability or inappropriate placement, the student may be suspended or excluded from school for more than ten (10) days consecutive days, but educational services must be provided.

3. Rule for 45-Day Suspension for Weapons.
The Gun-free Schools Act and Arkansas Laws allow IDEA students who bring weapons to school to be placed in an interim alternative educational placement for up to 45 calendar days. This interim placement must be decided by the IEP team in compliance with the due process requirements. An interim placement cannot be made until the IEP team has met and determined that the placement is appropriate for the student. In the time between the incident and the IEP

team meeting, the school has the option of removing the student from school, placing the student in-house suspension or suspending up to ten (10) school days.

Compliance with the Gun-Free School Act for students with disabilities under IDEA will be determined on a case-to-case basis.

Free and appropriate education must be provided to IDEA students during the interim 45-day placement.